

# KEEP IN TOUCH

Kansas Enterprise Electronic Preservation

January – March 2012 – Issue 13

## Change in publication period

As you will note from the heading, this KEEP newsletter is covering the first three months of the year. Beginning in 2012 we are publishing the newsletter quarterly, rather than bi-monthly. We hope you will still be interested in receiving a copy every three months.

## Dark Archives

We are pleased to report that we have reached a significant milestone in the development of KEEP. On March 30 we accepted the software development that takes us through the ingest stages to a “dark archives.” This means that we can begin accepting electronic content from agencies with whom we have a memorandum of understanding outlining the records and the metadata to be submitted. The records will go through the ingest process in a manner that ensures the authenticity of the records by documenting the chain of custody. With the completion of the dark archives, KEEP will be live. It has taken us awhile to get to this important accomplishment and we have had the assistance of a number of people—our steering committee including

the CIOs from all three branches of Kansas government, our vendor Propylon, and agency staff members with whom we have been working. We would also like to thank Jennie Chinn, the KSHS executive director, for her ongoing support of KEEP in legislative hearings and in making funding of KEEP to this point a priority in the KSHS budget. That is the good news.

The bad news is that we do not—currently—have funding to complete KEEP to be compliant with the ISO Open Archives Information System standard. We will be exploring several funding options to complete the public access and preservation planning phases of KEEP.

## KEEP Testimony

On March 14, 2012, Matt Veatch, state archivist and KEEP project manager, testified before the House Government Efficiency Committee. Matt’s PowerPoint presentation is available at [keep.ks.gov/presentations](http://keep.ks.gov/presentations). He provided an overview of the KEEP project. He explained that authentic government records are the foundation of our democracy. They are essential in maintaining the public trust by providing transparency and accountability and in protecting the legal rights of citizens.

Without effective records management, government records may be:

- Deleted, destroyed, or overwritten before retention requirements met
- Retained longer than needed
- Difficult, time consuming, and expensive to find
- Stored and migrated without adequate provisions for ensuring authenticity
- Stored in obsolete formats and no longer accessible

## KEEP Project

Project Manager

**Matt Veatch**, state archivist, Kansas Historical Society

Project team

**Duncan Friend**, Department of Administration

**Pat Michaelis**, Kansas Historical Society

**Matt Powell**, Kansas Historical Society

Check the KEEP website for updates on the project. The URL is <http://keep.ks.gov>, and it contains information about the project, past issues of this newsletter, project documents, and presentations given by KEEP team members.



This newsletter will be issued quarterly via an email distribution list. Please contact Pat Michaelis at [pmichaelis@kshs.org](mailto:pmichaelis@kshs.org); 785-272-8681, ext. 270; to be added to the list. If you would prefer to receive a paper copy, please let Pat know.

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